

The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

**POLICIES, GUIDANCE AND PROCEDURES**



# St Luke's School Admissions Policy

Last Reviewed: August 2023

Responsibility: Governing Body

Review September 2025

**Changes since last version:** None

Section	Details of change
P3	Details about the range of needs the school caters for amended in correlation to the LA's guidance for its specialist settings.

## St LUKE'S SCHOOL (PART OF THE BLUE TANGERINE FEDERATION) WELCOMES ITS NEW CHILDREN AND THEIR FAMILIES

Using the admissions policy we wish to ensure that:

- Parents/carers are happy with the choice of placement and induction process
- The child's introduction to school is positive
- The school feels confident in its capacity to meet the child's needs

St Luke's School is a primary / secondary school which caters for pupils with Special Education Needs aged 7-16 years.

All pupils have an Education Health Care Plan and they may have range of conditions including autism, speech and language needs and moderate learning disabilities. Pupils are referred to the school at various ages of their school life and pupils will be considered for admission at St Luke's School if:

- They have an Education Health Care Plan
- There is a place at St Luke's School
- The child's age is within the age parameters of the school (7-16yrs)
- Where the LA believes the School, in light of its specialism, is appropriate given the child's age, and special educational needs
- They have been approved for an SEN school placement via a provision panel meeting and there is evidence of the same
- Documentation presented to St Luke's School as part of the statutory consultation process has included a full range of reports including, but not exclusive to an EHCP in final or draft format, school based report (s), behavior logs, Education Psychology reports, intervention reports where appropriate and any other supporting papers. Reports should be accurate and provide full and comprehensive details of all relevant issues for the child and family concerned
- A suitable place is available. This would not just be in terms of number of places, but also in relation to peer group and any factors that may be prevalent in relation to class dynamics
- Following consideration of all the evidence, St Luke's School can meet the special educational needs and behavioural needs for the pupil

The admission process will:

- Be clearly outlined to prospective parents / carers, which may include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family
- Begin to establish the partnership with parents / carers and clarify expectations

- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- Enable parents / carers to become confident partners in their child's education
- Be sensitive to the needs of other pupils in the class and the resources available
- Include close liaison with feeder schools, nurseries and playgroups where appropriate
- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and Outreach where involved

#### Stage 1 - OPEN MORNINGS

Parents are invited to attend these meetings and meet key staff, as well as having a look around the school. Ideally, this is before a provision panel meeting and allocation of placement. The Head of School and/or Senco or Transitions Coordinator will lead these meetings.

#### Stage 2 - CONSULTATION PAPERWORK

Paperwork is sent to St Luke's School consulting on the possible placement for a pupil. There is a 15-day period to respond to this. At this stage, it is essential that there is a range of documentation supporting the assessment of placement. It is not acceptable to simply send the Education Health Care Plan.

#### Stage 3 - VISIT TO YOUR CHILD'S EXISTING SCHOOL

A member of staff from St Luke's School will try to see the pupil in situ at their current educational placement. This may take place earlier, when possible during the consultation stage. However, many of our pupils may not be in school and this may not be possible at all.

#### Stage 4 - INITIAL ADMISSION MEETING

Once placement is agreed, a meeting will take place involving the Head of School/ Deputy Head of School/ Transitions Coordinator with information shared between the professionals.

#### Stage 6 - WELCOME TO St LUKE'S SCHOOL!